



Position: Ministry/Sunday Coordinator

Department: Support Services

Reports to: Executive Manager

Hours: Full-time

Position Summary: This role will support the coordination of various Ministry and Sunday Gathering initiatives and the events in church.

Key Responsibilities:

- Event Coordination: Planning and events management support and the liaison point with pastors and volunteers using the assigned budget.
- Coordinate all aspects of volunteer ministry: Involves orienting new volunteers, building and maintaining volunteer engagement, placements/schedules, and communication.
- Work with the pastoral team, volunteers and the Support Services team to improve processes and systems pertaining to events and volunteers in order to support church growth.

Requirements:

- Need to embrace Bukit Arang's vision and mission
- A committed Christian and preferably a member of Bukit Arang
- Must be a proficient administrator who is extremely detail oriented and able to manage multiple tasks in a timely manner.
- Good organisational, communication and interpersonal skills as the role will be people relational.
- Disciplined, independent and a self-starter
- Proven ability to work independently and also to work in a team
- Proficient in MS Office and comfortable working with online applications (Word, Excel, Google Drive, Google Calendar) and software